

JONES FAMILY Educational Fund Bylaws * **(Updated-Feb.-2024)**

Article 1: NAME

The name of this organization shall continue as the James Samuel and Lucy McMillan-Jones Educational Fund, here in after referred to as the Jones Educational fund (JEF).

Article 2: OBJECTIVE

The idea for this program was presented to the family in 1993 and the program was established in 1994 to help promote the educational achievements of Jones' family children. The program was established in loving memory of James Samuel and Lucy McMillan-Jones, the patriarch and matriarch of the Jones family. More specifically, the family's objective is to encourage students to work harder to make good grades. Over the past 30 years, it is estimated that the family has raised more than \$40,000 and paid students more than \$25,000. We as a family have to invest more in our children! We have to do more make being smart "cool".

Article 3: BACKGROUND

A large number of family children have participated in the program. In 2010, for example, thirty-three students participated in the program. By any measure, the program has been a success.

As of 2024 the family is very proud that more than thirty (30) family members have either earned college degrees or professional trade certificates—about 87% of that total are college degrees. While the JEF cannot claim credit for this achievement, the program has been helpful. As we as a family look to the next thirty years, we believe this program can and will be even more helpful.

The family continues to encourage our young people to always have dreams, always have goals, and always work hard to achieve those goals. We as a family are committed to continue to help our youth be all they can be as they continue to help America be all she can be!

Article 4: MAKING THE GRADE PROGRAM

Under the umbrella of the JEF, the family established the “MAKING THE GRADE PROGRAM”. This program pays each student a certain dollar amount for making good grades. For example, a student making an A may be paid four dollars for each A. There is also an amount paid for a B and perhaps even for a C. The amount paid has and will change over time based upon inflation and/or the majority vote of JEF officers. High school seniors do not participate in the “making the grade” program but will be given a gift and/or paid a lump sum amount upon graduation.

Article 5: TIMELY SUBMITTING GRADES

Grades must be reported (they can even be called in to the treasurer by the parent or guardian) within three weeks of the end of a grading period or funds may not be paid for that period. [Parents and students are responsible for timely reporting grades.](#) The treasurer will normally pay within two to three weeks after receiving reported grades.

Article 6: OFFICERS

All positions are filled by volunteers and a family members can serve consecutive terms. Family members can also agree to rotate or exchange positions within position terms. Broad family participation is, however, desired and encouraged. Terms are staggered to promote continuity. Family elders are encouraged to serve as advisors to the program.

Officers may resign at any time by giving a 30-day written notice to the JEF president. All positions are encouraged to ask for help from other family members to timely complete tasks and achieve objectives. Life can get hectic so if an officer needs to resign or take a temporary leave, the family understands and very much appreciates their service. Officers are encouraged, however, to serve through the end of the school year. Officers may be asked to try and recruit their successor.

The [president](#) has a one-year trial period and a two-year term (trial period included). The president's position is key. The

person in this position must be the number one cheerleader for the program. He or she leads the planning, coordinating, goal-setting, establishing of committees, and oversees all actions necessary to achieve program objectives. He or she must motivate other officers to timely perform their duties and help motivate the entire Jones family to support the program—both financially and otherwise.

The [vice president, a new position](#), has a one-year trial period and a three-year term (trial period included).

- a. the person in this position serves as the president's right-hand person and serves in the absence of the president. This position will normally rotate into the president position.
- b. this person works with the president in planning and setting goals and may be assigned special projects by the president.
- c. the person in this position works with the president to help assure that other officer's responsibilities and activities are carried out in a successful and timely manner and that overall program goals and objectives are met.
- d. [the "critical responsibility "for the vice president is to know when a student has dropped out of the program and to contact the parent or guardian and fine out why](#)

and encouraging the parent/student to rejoin the program.

- e. the person in this position is responsible for establishing and over-seeing a timely and effect **“school supplies program”**. School supplies are broadly defined. A request for funds can be made via a telephone call, text, etc. **All requests must be made to and coordinated through the vice president position, not the treasurer position**, and may be requested one time for both school sessions—all requests should be made between July 1st to august 1st and January 1st to February 1st. The requests will be given to the treasurer by the vice president for timely payment.
- f. The person in this position is responsible for promoting the LLC’s scholarship program. This person is also responsible for all of the administrative aspects of setting up the committee to timely rate/rank scholarship applicants, inform the LLC president of the selectee, so the LLC president can make the announcement or designate the JEF president to make the selection announcement(s).

The administrative officer, a new position, has a one-year probationary period and a five-year term. The person filling this position is primarily responsible for:

establishing and maintaining an effective **“student reward program”**. This includes:

- a. coming up with reward ideas and activities to help keep children motivated and interested in the JEF.
- b. recommending, planning, and carrying out the above reward ideas, activities, and plans. Rewards might include movie tickets or money for tickets for one parent and his/her student(s), tickets to or money for tickets to baseball and other games, dining-out meals, etc.
- c. plans and activities include recognition ceremonies, developing and/or purchasing certificates, purchasing trophies and plaques, planning reward parties, planning field trips, etc.
- d. as needed, establishes and maintains all aspects of a **“tutoring/help program”**. The more activities conducted the more likely the activities will increase youth interest in the JEF. At least one (1) such reward/award activity will be held each school year but hopefully more. The work carried out by the person in this position is critical to overall JEF success!

- e. Last, this position is responsible for assisting the JEF vice president to assure that the administrative process of the scholarship program is timely carrying out.

The secretary has a five-year term and is responsible for keeping accurate records and assuring that all secretarial tasks are timely and properly completed.

- a. the secretary will “keep an up-to-date roster” of all students participating in the program, their parents, email address, telephone number, mailing address, etc.
- b. the secretary will as needed help the treasurer in getting funds out timely.
- c. the secretary will participate as needed in fundraising and other activities.
- d. The secretary will keep vital records for a minimum of two year.
- e. the secretary will timely carry out all other tasks assigned by the president, vice president, administrative officer, and/or treasurer.

The treasurer has a five-year term and is responsible for keeping accurate records of all funds and timely paying bills

and/or disbursing money as approved and directed by the president, JEF decisions, and/or required by bylaws. Financial reports will be timely given when requested by the JEF president or vice president or LLC president.

Article 7: JEF RELATIONSHIP TO LLC

The Jones' Family LLC is publicly filed with the State of Arkansas and has Federal and State governing and reporting requirements (see LLC operating agreement). The JEF is a family organization that does not report to nor is it in any way controlled by bylaws other than those cited here or those that may be created later by family office holders.

While the JEF is not under the organizational structure of the LLC and the two organizations are for all meaningful purposes independent of each other, for administrative process purposes the JEF president only will give his/her resignation notice to the LLC president. Further, with a majority verbal or informal vote of the LLC board, the resignation of this office holder can be requested by the LLC president. The JEF president, of course, with a majority informal vote of JEF officers has this responsibility regarding other JEF office holders.

Article 8: FUNDING

The fiscal year for the JEF starts the first day of January and ends on the last day of December. In an effort to make the JEF more viable over coming years, the Jones family LLC voted in

2020 under the authority of section IX of its operating agreement to match up to \$900.00 of funds raised by the JEF each year as long as funds were available. In 2024 the LLC again under the authority of section IX of its operating agreement dissolved the matching fund policy and approved contributing [up to](#) \$1,500 to the JEF each fiscal year as long as funds are available as determined by a majority informal—no written record needed-- vote of the LLC board. The board also decided that this amount may be adjusted by the LLC president at any time for inflation or other reasonable circumstances without further action by the board.

Family members are urged ,however, to continue making individual or family donations as the JEF strives to do even more to support its youth. LLC funds will normally be given to the JEF within the first two months of the calendar year. For information, it has been determined that contributions to the JEF by the LLC or individual family members are not tax deductible.

Article 9: MEETINGS

Meetings will be held as needed, and two or more officers present will constitute a quorum so business can be conducted. Meetings are open to all family members and family members or encouraged to attend and get involved!

Article 10: AMENDMENT(S) TO THESE BYLAWS

These bylaws may be changed or amended at any time with the approval of the majority of the five JEF officers. The rationale for the amendment addition or change will be spelled out in writing and made known to family members. The amendment(s) document will be signed by the president, dated, and attached to the bylaws.

Article 11: DISSOLUTION

The JEF may be dissolved by a vote of all five officers and with the overall approval of the Jones family after a 90-day written notice of intent has been given to the family. However, the Jones family hereby resolve that we will do everything in our power to assure that the Jones Educational Fund (JEF) will function as long as the memory of J. S. and Lucy Jones, which we hope and believe will be forever or at least far into the 21st century. However, should the organization ever be dissolved, all records, property, and funds in possession of the JEF will be timely delivered to the LLC.

Thanks to all who contributed to updating these bylaws. [A COPY IS ON THE FAMILY'S WEBSITE.](#)